

Letter for OD facility to appear Departmental Tests

From:

To:

Sir,

Sub: Request for Sanction of OD (Period of Duty) facility to appear for Dept Tests
Going to be held on _____ -Reg.

Ref: 1) FR 9(6) sub-clause (b)(iii) of Fundamental Rules
2) Hall Ticket issued by APPSC.

In accordance with the references cited above, I namely _____

*working as _____ in _____ school request you to kindly sanction On-duty (Period
of Duty) on _____ to appear for department tests GOT/EOT Code (.....). This is the
_____ (1st time/2nd time) time I am going to appear for these Department Tests.*

Yours Sincerely,

Encl:

Hall Ticket issued by APPSC